

## INTRODUCTION

*As part of the City's commitment to protect employees, the public, and the environment, the City Safety Office has developed this Citywide Health and Safety Manual (CHSM). The Programs and Procedures contained in this manual pertain to City policy, regulatory requirements, responsibilities, and instructions in the areas of safety, health, and environmental protection.*

*The City, like other public agencies, is subject to various federal, state, and local rules and regulations, many of which require the publication and maintenance of written programs and procedures. The CHSM provides such documents.*

*In many instances, departments may be required to institute internal Programs and Procedures, however, they must be at least as stringent as the requirements set forth in the CHSM. The City Safety Officer and Citywide Safety Committee shall oversee the development of the CHSM while assisting with departmental Programs and Procedures. The City Safety Officer shall also approve new or edited Programs and Procedures or customizing of existing Programs and Procedures.*

### 1.0 PURPOSE OF THE CHSM

- 1.1 *To provide standardized citywide guidance towards implementing applicable Programs and Procedures.*
- 1.2 *To provide citywide guidance towards implementing work practices aimed at minimizing the risk of danger or harm to employees, the public and the environment.*
- 1.3 *To provide a citywide process for communicating health, safety and environmental policies, requirements, and recommended safe work practices.*
- 1.4 *To provide citywide guidance towards recognizing and fulfilling job responsibilities required under legal mandates and the CHSM.*
- 1.5 *To provide a citywide reference to identify and understand applicable legal mandates, Programs and Procedures.*

### 2.0 ELEMENTS OF THE CHSM

- 2.1 *Programs and Procedures*
  - 2.1.1 *Programs are designed to establish citywide policy and requirements in a "big-picture" context with criteria through which operations can be properly evaluated.*
  - 2.1.2 *Procedures are designed to provide instructions on performing work activities safely, thus ensuring that the proper Programs are in place. By promulgating Programs and Procedures, the CHSM provides the basis for proper safety procedures.*

### 3.0 PROCESS FOR DEVELOPING THE CHSEM

*The development of the CHSM shall be a joint effort process that will generally involve the City Safety Officer, Citywide Safety Committee, and Management. The City Safety Officer shall also advise on or recommend adoption and changes to existing Citywide Programs and Procedures to the Citywide Safety Committee.*

*The process shall involve three steps: 1) Identification, 2) Document Development, and 3) Document Updating:*

#### 3.1 Identifying Necessary Programs and Procedures

*The first step is to identify those Programs and Procedures needed to comply with applicable citywide requirements and legal mandates. The City Safety Officer shall coordinate the review process in light of applicable rules and regulations, hazard assessments, injury and illness data, safety inspection results, and industry standards. Citywide Safety Committee input may be used in determining whether certain Programs or Procedures are needed.*

#### 3.2 Developing New Written Programs and Procedures

*3.2.1 After the needs have been identified, the City Safety Officer will recommend a time frame for establishing new Programs and Procedures.*

*3.2.2 To properly develop Programs and Procedures that accurately address identified conditions, the City Safety Officer shall develop a draft of proposed new programs and procedure(s).*

*3.2.3 After a draft Program and/or Procedure is prepared, the City Safety Officer shall submit it to the Citywide Safety Committee, designated citywide contacts and employee representatives for review and comment. Drafts shall be circulated for review, and comments submitted to the City Safety Officer by a specified deadline. If needed, a meeting with the City Safety Officer may be held to discuss comments. The City Safety Officer will review all comments received and will make changes deemed appropriate into a completed format.*

*3.2.4 The City Safety Officer shall recommend adoption of the completed Programs and Procedures to the Department Heads for official entry into the CHSM.*

### 3.3 Updating Programs and Procedures

3.3.1 *The City Safety Officer shall update the existing CHSM if applicable rules, regulations or work operations change that affect the accuracy of the CHSM.*

3.3.2 *Any changes to existing Programs or Procedures that may impact operations shall be transmitted in draft to affected departments for review and comment in a process similar to that for new documents.*

## 4.0 RESPONSIBILITIES

*The responsibility for compliance with the CHSM falls on managers, supervisors and employees. These responsibilities include, but are not limited to, ensuring that proper precautions are taken while working, proper safety training is administered, and ensuring proper storage, handling, and transportation of hazardous substances. All involved personnel shall be aware of the hazards associated with the work they assign and/or perform. Managers and supervisors in particular shall be familiar with activities, conditions, equipment, and materials under their supervision that may pose a potential hazard.*

### 4.1 CITY SAFETY OFFICER

*The City Safety Officer is responsible for:*

- 4.1.1 *Coordinating the process of identifying and prioritizing Program and Procedure needs based on applicable rules, regulations, hazard assessments, and citywide input;*
- 4.1.2 *Participating in the process for developing the CHSM in accordance with Section 3.0 of this document;*
- 4.1.3 *Maintaining the CHSM and ensuring that it remains current and consistent with legal mandates and citywide requirements; and*
- 4.1.4 *Providing citywide support towards the implementation of the CHSM.*

### 4.2 DEPARTMENTS AND MANAGERS

*Departments are responsible for:*

- 4.2.1 *Coordinating the process of identifying Programs and Procedures based on operations and the hazards associated with their area(s) of responsibility.*
- 4.2.2 *Taking action to ensure that employees comply with the requirements of Programs and Procedures.*

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*4.2.3 Requesting assistance, when needed, from the City Safety Officer or Citywide Safety Committee to develop necessary Programs and Procedures.*

### **4.3 EMPLOYEES**

*All City employees, and contract employees under the supervision of City personnel, are responsible for adhering to the requirements of the programs and procedures established in the CHSEM relative to their job duties.*